



**City of Fairfax**  
**Fire Department**  
**Office of Code Administration**  
10455 Armstrong Street  
Fairfax VA, 22030  
703-385-7830 fax 703-385-9265  
[www.ci.fairfax.va.us](http://www.ci.fairfax.va.us)

## EXEMPTION AFFIDAVIT

In accordance with Title 54.1, Chapter 11 of the Code of Virginia, any person applying for a permit shall furnish satisfactory proof that he is duly licensed to do the work, or file a written affidavit that he is not subject to licensure or certification as a contractor or subcontractor.

The Code of Virginia 54.1-1101 exempts any person who performs or supervises the construction, removal, repair or improvement of (1) no more than one building for retail use, one building for commercial use, and one residence upon his own real property and for his own use during any twenty-four-month period, (2) a house upon his own real property as a bona fide gift to a member of his immediate family\* provided such member lives in the house, (3) industrial or manufacturing facilities for his own use. \*"Immediate family" includes one's mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law and father-in-law.

**NOTE TO PROPERTY OWNER: If you have made arrangements with a contractor to do this work, the City of Fairfax strongly suggests that the permit be issued to the contractor. When contractors obtain the permit in their name, they indicate their responsibility for the work. In addition, when a contractor applies for the permit, the City will verify that the contractor is licensed to perform the work as required by state law. If you obtain the permit in your name, you will be responsible for correcting any code violations observed during the course of the work, regardless of whether you performed the work yourself or hired a contractor. A contractor is required to be licensed whether the permit is issued in their name or to the property owner. Your project may be delayed if you engage a contractor who is not properly licensed. You should also ensure that anyone you hire has appropriate worker's compensation coverage.**

## ACKNOWLEDGEMENT

I, \_\_\_\_\_, affirm that I have read and understand the above

information and that I am exempt from the contractor licensing requirements in accordance with the Code of Virginia for the purpose of obtaining permits for the property at:

(Address of Project): \_\_\_\_\_, Fairfax VA \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

To be signed in front of City of Fairfax Office of Code Administration staff, or witnessed by a Notary Public.

State/District of \_\_\_\_\_, City/County of \_\_\_\_\_

I \_\_\_\_\_ (witness) certify that \_\_\_\_\_ (applicant)

appeared before me and executed this affidavit on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witness/Notary

My Commission expires the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.